



Chief Deputy Treasurer

Department: Treasurer

Class Code: 1465

EEO Code: 21

FLSA: E

Effective: 01/02/1993

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in assisting the Treasurer in the administration of office operations, to include planning, organizing, staffing and managing; accepts full responsibility for office in Treasurer's absence; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Coordinates, directs and manages departmental operations, to include personnel resources, staffing, handling operational and employee concerns and ensuring adequate training of personnel; develops and monitors departmental budget, ensuring adherence to budget guidelines and financial tracking to determine projections and actual performance indicators; participates in decisions to hire, discipline, discharge and promote employees; serves as liaison between the County and the public, to include assisting taxpayers by resolving problems and developing payment plans to ensure collection of delinquent taxes; manages the development and implementation of automation applications to enhance production standards and ensure proper recording of financial and production related data; approves all purchasing transactions and coordinates payment by State government when applicable; interprets laws and ordinances; prepares reports and completes special projects; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of governmental finance; of the principles and practices of personnel administration; of the laws and ordinances pertaining to tax-related transactions; of automated systems; of problem solving techniques. Considerable skill in supervising the work of others; in problem solving; in developing and monitoring a departmental budget; in developing and enhancing computer programs.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a baccalaureate degree in accounting, finance or related field and some master level coursework in related field and five years management experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
